To: Davis, Justin[justin_davis@ios.doi.gov]
From: Hyde-Michaels, Carrie
Sent: 2018-08-16T08:07:05-04:00
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Subject: Fwd: EFTS Reports
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Analytics for Leadership 16 Aug 18.docx
smime.p7s

Would you be able to see if Diem can assist with these questions on EFTS reports? This is way past my ability to answer.
Carrie Hyde-Michaels
FWS FOIA Officer
Chief, Branch of FOIA, Records, Privacy
US Fish & Wildlife Service Headquarters
703-358-2291 (direct)

---------- Forwarded message ----------
From: **Tiffany Mcclurkin** <tiffany_mcclurkin@fws.gov>
Date: Thu, Aug 16, 2018 at 7:56 AM
Subject: EFTS Reports
To: carrie_hyde-michaels@fws.gov
Cc: John Taitano <john_taitano@fws.gov>

Morning Carrie,

I'm having difficulty pulling numbers from EFTS and I want to ensure I'm providing my leadership with the correct numbers. When I run a report to obtain "completed as of August 10, 2018," I get 68 by doing the following: Search Report, Input Filters: Date of Completion October 1, 2017 to August 10, 2018; Output Filters: FOIA Number, Date of Request, Date of Completion, Requester Last Name, Requester First Name; Search.

When I go back to the "Input Filters" and also select "Request Status   Completed," I get 54. I go back to the "Input Filters" and also select "Request Status   Closed," I get 13. It does not add up to the original 68 I got when I only searched "Date of Completion." Am I missing something here?

Also, after I pull all of my numbers in the attached chart and calculate my numbers by adding the "total backlog on Oct 1, 2018" and "Rec'd During FY 18," I get 130, but when I subtract the amount I've completed and closed (54, 13) I'm getting 63 that should be open, when EFTS is giving me 68.

I used the backlog number that you provided me of the 45 from the beginning of the FY because I've tried everything to obtain that number by running different reports, but cannot seem to get the same number. I will get 19 or 20 which I know is incorrect.

In the attached word document, I've included how I'm running the reports to obtain my numbers. If it's user error and I'm doing something EXTREMELY wrong, please let me know.

Is there a standard way I should be running these reports to ensure we (HQ and my Region) are pulling the same numbers?

I know you're extremely busy, but can you please help. John, Jackie, and I have a meeting with the Regional and Deputy Directors on Monday and I want to ensure all of our numbers make sense. Your help with this will be greatly appreciated. I'm available all day to chat about this if it would be easier to discuss over the phone.

V/R

Tiffany McClurkin

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